

GURPREET SINGH

Vill. Noorpur Mand, P.O. Chhourian Bet,
Teh. Samrala, Distt. Ludhiana(PB)
Mobile No.: +91 8968611312
E-Mail : pgurpreet006@yahoo.com

Statement of Purpose

Looking forward to a long term career with a progressive and professionally managed organization & to enhance my skills and strengths through a competitive, challenging, rewarding environment by contributing my experience to the best of my ability in achieving the organizational objectives.

Career Summary

An experienced Professional with an approx 3 Years of Multi-Dimensional Experience related to Trainings & Placements in all Sectors alongwith Leading College in HP.

Professional Strengths

Comprehensive Problem Solving Ability
Students Training & Development
Campus Drives
JobFests
Industry Academia Interfaces
Confident
Conducting Interviews
New Leads Generation

Present Employment

Presently, working as Training & Placement Officer at PIMT, Mandi Gobindgarh since 2015.

worked as Training & Placement Officer at Devasya Polytechnic dec, 2014.

Scholastic Credentials

MBA from Punjabi University Patiala

B.A. from Punjabi University Patiala.

12th from P.S.E.B.Mohali.

10th from P.S.E.B. Mohali.

Responsibilities being undertaken at PIMT

Strengthening Relations with Corporates on regular basis for various Tie Ups, Organizing Campus Placement Drives, Coordinating with various Departments of College for Students Trainings(6 Weeks, Summer Interns, 6 Months Project Semesters) in Leading Companies, Organizing Industrial Visits of Students to incorporate Industrial Exposure, Identifying & Executing Training & Development Activities for Students in order to meet Organizational Objectives for the Placements of students, Career Counseling and Guidance: Arranging talks on Personality Development and Interpersonal & Communication Skills for preparing students to face interviews with full zeal, Interaction with Students on regular basis for review of their readiness towards Corporate Viewpoints about the required skills to make them Industry Ready immediately after their studies & formalizing the steps, strategies for the continuous improvement in arranging the Placements for them, Responsible for maintaining Statistics relating to Employment Services.

Reporting:- Director

Achievements in Present Assignment

▲ Successfully organized Industry-Academia Interfaces in College Campus for students so as to bridge the gap between Industry & Academia by inculcating Industrial Knowledge among students.

▲ Organized Campus Drives with Leading Companies for various streams on regular basis..

Previous Career History

DEVASYA POLYTECHNIC (April 2013 to Dec 20114)

Position held: - Placement Manager

Responsibilities undertaken

- Organizing Training of the candidate for interview
- Lead Generations through regular Company's meetings & follow-ups.
- Understanding the profiles of r walk-in candidates and counseling them for their future career paths
- Screening & Taking first round interviews
- Taking presentation on various technical topics.
- Responsible for placement of eligible candidates. Collecting - Selection & satisfaction letter
- Collecting and generating new requirement from the existing clients
- Co-ordinate& identification of students who require training for improve their skills.
- Approaching new clients through referencing, leads, Internet search, etc

Reporting:- Managing Director

SAKSHAM EDUTECH NETWORKS PVT.LTD.(Dec 2011 April 2013)

Position held: - Placement Manager

Responsibilities undertaken

- Organizing Training of the candidate for interview
- Lead Generations through regular Company's meetings & follow-ups.
- Understanding the profiles of r walk-in candidates and counseling them for their future career paths
- Screening & Taking first round interviews
- Taking presentation on various technical topics.
- Responsible for placement of eligible Student. Collecting - Selection & satisfaction letter

Reporting:- Managing Director

SAKSHAM EDUTECH NETWORKS PVT.LTD.

Position held: Marketing executive (June-2011 to Nov 2011)

Responsibilities undertaken:-

- Company visit, meeting with Contact person Regarding ISO certification.
- Responsible for problems occurred during validity period .
- Intimation clients regarding recent changes.
- Responsible for achiev team taregets.
- Regular clients feed back

Reporting:- Business development manager

PERSONAL INFORMATION

Father's Name : Harjinder singh
Date of Birth : 09th June, 1988
Marital Status : Unmarried
Nationality : Indian
Languages : English, Hindi, Punjabi
Address : Village Noorpur Mand, P.O. Chhourian Bet,
Teh. Samrala, Distt. Ludhiana (PB)
Pin Code 141121

(GURPREET SINGH)